

**Instructions for Completing
DIRECTOR'S MONTHLY
MEMBERSHIP/ATTENDANCE REPORT FOR ADULT HIGH SCHOOLS**

REPORT DUE DATES:

**1ST MONTH-OCTOBER 31, 2ND MONTH-NOVEMBER 30, 3RD MONTH-DECEMBER 31,
4TH MONTH-JANUARY 31, 5TH MONTH-FEBRUARY 28, 6TH MONTH-MARCH 31,
7TH MONTH-APRIL 30, 8TH MONTH-MAY 31, 9TH MONTH-JUNE 30**

**REVISIONS FOR MONTHS 1 THROUGH 3 MUST BE SUBMITTED BY JANUARY 15
REVISIONS FOR MONTHS 4 THROUGH 7 MUST BE SUBMITTED BY MAY 15**

- All membership/attendance reports should be **district level** for each reporting period.
- Report Period – The number of the Report Period, e.g. *F1*.
- Include vocational students in both the total student membership/attendance (top portion of form) and the vocational report (bottom portion of form).
- **Net Enrollment to Date** - The sum of original students who were enrolled after the last day of the previous school year and students entering for the first time in this school year or who transferred from another state. **E + E1 = Net Enrollment** (please refer to the Attendance Accounting Manual for definitions of the enrollment codes)
- **End of Month Membership** - The number of pupils actually on the roll on the last day of an accounting period. This is the Total Enrollment (E + E1 + TR) minus those students who have withdrawn plus students who have previously withdrawn but have returned.
Total Enrollment - W (Withdrawn) + R (Returned) = Total Membership
- The calculation for the **Days Present** shall be determined by dividing the total hours present by **4 hours**. In structured programs the **Days Absent** is calculated in the same manner.
- Computations for **FTEADA/FTEADM** shall be on the basis of a **4-hour day** and divide by the number of days in a report period. **Be sure to report the number of days not contact hours.**
- The **FTEADA** for the report period shall be determined by dividing the total days present for adult students by the number of days in a report period.
- The **FTEADM** for the year shall be determined by dividing the total days enrolled (days present + days absent) for adult students by the number of days in a report period.
- For both structured and unstructured classes **FTEADA/FTEADM** computations shall be based on actual classroom time. The exception is if the student is enrolled in a Cooperative Vocational Program with a bona fide training agreement signed by the school, cooperating business, and approved by the state, then the co-op hours must be counted as attendance.
- In an unstructured program ADA and ADM will be the same.
- The second part of the form relates to **Vocational FTEADA** and **FTEADM**. This is a sub-set of the ADA and ADM requested for this form.
- **Refer to the Student Membership and Attendance Accountability Manual for further definitions and general reporting requirements.**

The contact person for this report is **Deborah Thomas**; she may be reached at **(615) 741-3035** or e-mailed at **debbie.thomas@state.tn.us**